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ABSTRACT

Organized for the United Nations Educational, Scientific, and Cultural Organization (Unesco) by contract with the International Council on Archives (ICA), this meeting concerning the Records and Archives Management Programme (RAMP) was attended by 14 experts invited from Unesco member countries. Following a brief introduction, summaries are provided of the following RAMP meeting activities: (1) the opening session; (2) the presentation of the working document and pursuant discussion; (3) a discussion of needs and trends, including unequal development of archives/records management programs, automation, conservation, training, and evaluation; and (4) the closing session. In addition, six recommendations developed as a result of the meeting are outlined. Four annexes or appendices include a list of activities, documents, and publications carried out within the framework of RAMP, which are organized according to policies and plans, guidelines, norms and standards, infrastructure development, specialized information systems, and training and education; the consultation agenda; a list of meeting participants; and the full text of opening session statements in English by Marjatta Okko and Hans Booms, and in French by Amadou A. Bousso. (KM)

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PGI-87/WS/13

Third Expert Consultation on RAMP (RAMP III)

Helsinki (Finland),
13, 15 and 20 September 1986

Final Report

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General Information Programme and UNISIST

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INTRODUCTION

1. The Third Expert Consultation on the Records and Archives Management Programme (RAMP) within the framework of the General Information Programme of UNESCO was held at the National Archives of Finland, in Helsinki, on 14, 15 and 20 September 1986. The Consultation was organized for UNESCO by contract with the International Council on Archives (ICA), with the assistance of the National Commission for UNESCO and the Ministry for Education of the Government of Finland. The Consultation was attented by fourteen experts from Member States, covering five regions of the world. The members had been invited in their personal capacity. A list of participants is given in Annex III.

OPENING SESSION

2. The experts were welcomed by Prof. Marjatta Okko, member of the Finnish National Commission for Unesco and by Prof. Toïvo J. Paloposki, Director of the National Archives of Finland. The President of the International Council on Archives, Prof. Hans Booms, expressed ICA's satisfaction on being so closely associated with the planning and implementation of RAMP and extended his appreciation to the officers and staff of the Finnish National Commission for Unesco and of the National Archives of Finland for their support and assistance in organising the consultation.

3. On behalf of the Director General of Unesco, the Assistant to the Director of the General Information Programme, Mr Amadou A. Bousso welcomed the participants and observers. He expressed warm thanks to the National authorities of Finland, the National commission for Unesco and the National Archives for their support and assistance in the holding of this meeting and which they have consistently provided in the past to Unesco. He also thanked ICA, and in particular its Chairman for its long-standing tradition of frank and precious collaboration with Unesco.

He indicated that the Member States were favourably impressed by RAMP. He summarized the experience gained by Unesco through the implementation of the programme and the reflection it generated and expressed Unesco's willingness to restore the balance between studies and action and to make RAMP more operational.

He extended his thanks to the experts who accepted Unesco's invitation and requested them to feel free to express their opinion, to give advice and to submit recommendations to Unesco. He then called the meeting to order.

4. The consultation selected to serve as its Chairman Mr Sven Lundkvist, Director General of the National Archives of Sweden, as its Vice-Chairman Mrs Celina do Amaral Peixoto Moreira Franco, Director General of the National Archives of Brazil as its Rapporteur Mrs Angeline Kamba, Director of the National Archives of Zimbabwe and as its Secretary Mr Charles Kesckeméti, Executive Secretary of the International Council on Archives.

Those asked to serve as members of a committee to draft the recommendations of the consultation together with the representative of the Director General of Unesco, were : Mrs Kamba, Mr Michel Duchein, Inspector General of the Archives of France, Mr Rajesh Kumar Perti, Director of the National Archives of India and Mr Jay Atherton, Director General of the Records Management Branch, Public Archives of Canada.

5. After Mr Lundkvist had taken the chair, the meeting adopted the agenda (attached as Annex II). At the request of the representative of Unesco, the Chairman then called upon the Secretary to introduce the working document.

PRESENTATION OF THE WORKING DOCUMENT AND SUMMARY OF DISCUSSIONS

6. The Secretary presented the stages of the drafting of the working document intended to initiate the discussion on the impact and achievments of RAMP and on the anticipated trends on the evolution of archives and records management with a view to develop realistic recommendations for Unesco's archival action in the years to come. Echoing the thoughts of the representative of Unesco, he underscored that the working document was not meant to reduce the discussion to the topics explicited therein, the experts being free to debate on any area connected with RAMP.

7. The experts reviewed the objectives of RAMP as worded by the two previous consultations and agreed that there was a need to reformulate them in the light of present day realities. The drafting Committee was requested to propose this new formulation for inclusion in the final report of the meeting [See recommendation 2 (2.1., 2.2. and 2.3.)].

NEEDS AND TRENDS : PROSPECTIVE OUTLOOK

Unequal development

8. The experts discussed changes that had occurred in the environment of archives / records management systems since the RAMP II consultation in 1982. They also reviewed the factors influencing the archives / records management situation in the Member States, the main concerns, and the anticipated trends of evolution likely to affect systems and services in the coming period.

9. To begin the discussion, the experts acknowledged that the evolution of archival / records management programmes has to date been unequal. In fact, it was felt that the gap is rapidly increasing between the archivally developed or progressing countries and those countries that encounter difficulties in building up their archival systems.

10. Following an in-depth discussion, the experts concluded that it was useful to identify and group countries according to their various levels of development, to ensure the applicability of RAMP studies and other initiatives. Those countries without any archival / records management infrastructure clearly presented specific problems. The experts agreed that it would be useful for Unesco, and ICA can help, to address this problem and that insofar as possible, working plans under RAMP should be aimed at correcting the present imbalance.

11. Other countries present difficulties in implementing RAMP Guidelines due to a lack of resources. The experts suggested that assistance in such cases should be practical in nature. It was also felt that the regional branches of the ICA could be instrumental in identifying specific needs that might lead to development of more appropriate guidelines.

12. The experts agreed that steps should be taken to promote cooperation among, and the exchange of knowledge and information between developing countries ("South - South cooperation"). The suggestion was made that guidelines for the selection and conduct of experts who carry out missions in developing countries would be useful. The experts also supported that the potential impact of the RAMP studies and guidelines already published at the various development levels should be examined.

Automation

13. In reviewing the impact of technological change, the experts first touched upon the ways in which automation is altering the types of records created by agencies, the equipment available for use in archives, management techniques, methods of description and the use of archives. For this reason, there was an obvious need to consider automation in a specifically archival context.

14. It was highlighted that the use of computers in the administration and the automation in archival institutions do not cure all wrongs and do not solve all archival and records management problems. The experts felt necessary to warn against such an illusion which may distort archival policies.

15. The experts agreed that

(i) since automation is an unquestionably universal trend, special consideration be given under RAMP to prepare the archival institutions of developing countries to this technological change

(ii) in order to introduce automation overall archival and records management infrastructures should first be upgraded

(iii) in developing archival automation systems, due consideration be given to the general environment in particular to existing automated networks, and training facilities, and

(iv) automation be included in the training curriculum of professional archivists.

16. The experts underscored that the changes in record production and in the processing of records resulting from automation raise basic theoretical questions connected with the main concepts of archivology. It was suggested that studies on these theoretical questions be undertaken. There was general agreement that within the areas of archival automation priority attention be given to the development of methods and standards for computerized finding aids and of manual description methods that are adapted to automation requirements.

Conservation

17. The experts were informed on the first results of the UNESCO/IFLA/ICA survey on the preservation of the world's library and archival heritage. Two conclusions of the survey were of particular relevance for the consultation :

(i) preservation and conservation of the heritage are considered priority concerns in all countries both by libraries and archives, and

(ii) the gap between the archivally developed countries and those without adequate archival infrastructures is particularly visible in fields of conservation and reprography.

18. The experts were informed on the research carried out in the USSR and in India regarding various matters such as standards for preservation conditions and environment control, restoration of still pictures and moving images, production of fumigants and tissue paper etc, and on the willingness of these two countries to share the results and experience acquired with other countries.

19. The experts agreed that a major effort should be made for designing new preservation policies combining conservation, reprography and access regulations, including measures for the protection of the material still in record creating agencies and providing for the early identification of records of permanent (and enduring) value. It was also felt that instead of unattainable ideal standards, preservation programmes should be based on realistic minimal standards.

20. Bearing in mind the concerns and priorities of the Member States, the experts suggested that RAMP be instrumental in disseminating information on scientific and technological achievments connected in particular with mass conservation, disinfection and reprography and that studies be conducted under RAMP on the effects of and protection against pollution and on the possibilities offered by traditional architecture for ensuring effective and inexpensive protection against natural deteriorating agents.

21. The experts concurred that major efforts should be undertaken by Unesco and under Unesco's aegis for ensuring a better flow of information on preservation, conservation, reprography and related matters and for fostering the training of conservationists. They expressed the wish that the conservation component of RAMP continue to benefit from the joint support of IFLA and ICA.

Training

22. The experts noted that the need to train professional archivists is now recognized in almost all Member States of Unesco and that although the number of training facilities is increasing both in the industrialized and developing worlds, initiatives too often fail to materialize. Concern was expressed that in some wide geographical areas no archival training centre is operating and that in spite of the progress achieved, the gap between recognized needs and available facilities remains worrying.

23. It was noted with interest that the most recent training projects, such as the MA level course in the EBAD (Senegal) and the planned school in the Philippines, are based on the autonomy of the archival profession and recognize the importance of the practical in-service training component within the curriculum. The experts agreed that whatever the location of an archival training course be (Library School, History Department, etc) It should be conducted at an acceptable academic level and lead to the award of a degree in archive studies.

24. It was suggested that Unesco

(i) promote and facilitate the dissemination of information on training requirements and experiences such as those readily available in the USSR,

(ii) support the translation and adaptation of professional literature for educational purposes and

(iii) consider issuing a selection of RAMP studies as teaching material and a booklet containing abstracts of the RAMP series.

25. The experts concurred to emphasize the importance of training trainers both in archival studies and in conservation techniques. It was suggested that Unesco foster contacts and exchange programmes between archive schools.

26. The need of training paraprofessionals both for archival institutions and record creating agencies was also recognized. It was suggested that Unesco give assistance in the organisation of the training of paraprofessionals by preparing curricula and conducting training projects preferably at the national level.

27. The experts agreed that Unesco should help in developing programmes for improving the professional know how in archives and records management of graduates in non archival disciplines exercing archival responsibilities.

28. The experts noted with interest the project, under consideration in the Netherlands, of establishing an institute for the training of paper-conservationists which could serve both the archival and library institutions.

Evaluation

29. In order to evaluate the implementation rate and the orientation of RAMP the experts examined the list of projects carried out, arranged according to the five RAMP themes and grouped under the relevant sections of the working plan developed at the Berlin Consultation. The experts expressed their appreciation to Unesco for the impressive implementation rate achieved and for the high professional quality of all RAMP components i.e. Studies, Surveys and Guidelines, Seminars and other training activities, Pilot-projects and other activities connected with the development of infrastructures and microfilming projects for developing countries.

30. It was pointed out that the RAMP Studies and Guidelines, both those based on a wide international research and the case studies presenting primarily national experiences made significant contributions to the advancement of archival theory and practice and permit to consider the preparation of manuals on major archival functions and responsibilities. The wish was however expressed that for bibliographic purposes the titles of RAMP studies be simplified.

31. The experts agreed that the geographical distribution of the pilot-projects has been appropriate. They regretted however that no pilot-projects could be undertaken in some of the developing regions. They expressed the wish that Unesco continue to support bilateral assistance activities in the field of archives.

32. However, considered that :

(i) Some recommendations of the two previous RAMP consultations on a comprehensive action for promoting archival awareness in Government and Civil Service are still waiting to be implemented,

(ii) a systematic action has to be carried out for testing the RAMP Guidelines for evaluating their impact,

(iii) the effort for making known Unesco's archival action (RAMP Studies, pilot-projects, development projects financed by UNDP) was too modest.

33. The wish was expressed that the national/regional archival periodicals, in particular those of developing world, be invited to make better known RAMP and its achievments and be authorized to reissue partially or in-extenso existing RAMP Guidelines.

In order to inform the widest possible public on basic archival matters and concerns, it was suggested that an abridged and edited version of the RAMP study on the rôle of archives and records management in national information systems (by J.B. Rhoads) be published.

34. It was recommended that a worldwide survey be undertaken on the information needs of archives with a view to develop practical and cost-effective suggestions.

35. The experts concurred to support the continuation of the RAMP Studies and Guidelines series and suggested that in addition to the topics listed above in paragraphs 16, 19, 20 and 24 consideration be given to produce studies on filing systems, accessioning, finding aids, archival exhibitions and on the various administrative traditions.

CLOSING SESSION

At the last session, after the adoption of the final report, Mrs E. TÖRNUDD, Chairman of the Intergovernmental Council of UNESCO's General Information Programme expressed her appreciation to the experts for their support to UNESCO. In their closing addresses the Chairman of the meeting and the President of the ICA underlined the value of the deliberations of RAMP III for future archival progress and expressed their warm gratitude to the UNESCO Commission of Finland and the Finnish National Archives for the genial hosting of the meeting.

The representative of the Director General of UNESCO expressed his satisfaction on the quality of the work achieved which gave a new testimony of the close ties between UNESCO and the International Council on Archives. He joined the previous speakers in thanking the Finnish authorities and personalities. The President of the consultation adjourned then the meeting.

RECOMMENDATIONS

1. The experts agreed that the creation and development of adequate records management and archives services in government and institutions is essential, and that the specific objectives of such services are :

   1.1. To improve the quality and reduce the quantity of records, maintain them and make them available to users, and systematically dispose of them when they are no longer required.

   1.2. To ensure the appraisal by archival services of non-current records and the transfer to adequately equipped archival repositories for permanent preservation of those that have value and usefulness as basic evidence of the origin, structure, functions, procedures, and significant transactions of the institution that created or received and used them in the conduct of its business, or that contain information of value for historical or other research or reference purposes.

   1.3. To provide for the acquisition by the archival authority of these records, or the information contained in them, including those that may in the past have been alienated from the custody of the creating government or agency.

   1.4. To arrange and describe the non-current records transferred to or acquired by an archival repository in such a manner as to facilitate access to them by government officials and other users.

   1.5. To ensure that such records, and the information contained in them, are preserved and protected for their long-term administrative, legal, or historical value.

   1.6. To promote the effective use for as many purposes and by as many types of users as possible of the resources in the custody of archival repositories.

2. The experts agreed that the general purpose of RAMP was to assist Member States and United Nations agencies to preserve, organize, and use effectively their records and archives as basic information resources ; they also agreed that the overall objectives of RAMP are :

   2.1. To promote and assist in the creation of a full awareness and understanding, among and within governments of Member States, of the values and usefullness of records and archives as basic information resources.

   2.2. To assist countries and regions, upon request, in the organization and development of the records and archives management systems and services necessary for full and effective utilization of these basic information resources.

   2.3. To promote and assist in the advancement and dissemination of professional knowledge as well as in the fostering of professional training in the field of archives and records management as a basis for sound archival policies and harmonious archival development.

3. The experts agreed that a revision of RAMP's approach and methodology was called for, to ensure that the programme will maintain its effectiveness. In particular, the experts recommended :

3.1. That the general orientation of RAMP should be more operational, aimed at having the greatest possible effect at the practical level.

3.2. That RAMP should adopt three overall priorities for the coming period :

(i) the development and dissemination of archival policy principles and standards that will be applicable at various stages of archival development and will be directed to both professionals and government officials ;

(ii) a reappraisal of the validity or pertinence of recognized archival principles and theory in the management of electronic information resources ; and

(iii) a coherent approach to the dissemination of professional knowledge and the elimination of obstacles to archival development, with an emphasis on technical assistance whenever feasible.

3.3. That, with a view to achieving an appropriate balance between reflection and action and to optimizing the efficiency of RAMP, those projects should be given priority which :

(i) combine theoretical studies, training, and field actions (if possible, in conjunction with pilot-projects) ;

(ii) have a built-in multiplying effect (such as the training of trainers) ;

(iii) support archival development initiatives undertaken by Member States ;

(iv) involve cooperation between developing countries.

4. It was further agreed to suggest to Unesco that the following considerations be taken into account in planning and implementing RAMP.

4.1. That, regarding the development of infrastructure, RAMP should concentrate on projects aimed at :

(i) the initiation of archives / records management programmes in countries where archival infrastructures do not exist ;

(ii) the modernization of existing archival institutions ;

(iii) the creation and development of archival networks.

4.2. That the field of training and education in RAMP should give priority to projects :

(i) defining requirements for basic professional training ;

(ii) intended to offer continuing training in records and archives management disciplines (such as records classification, scheduling, appraisal, arrangement and description) ;

(iii) proposing methods for keeping teachers in records and archives administration abreast on professional studies and developments throughout the world.

4.3. That in the field of preservation and conservation RAMP continue to encourage cooperation between ICA and IFLA and should give priority to projects involving :

(i) the training of conservation staff ;

(ii) the fostering of international cooperation for the development of methods, techniques and facilities ;

(iii) the dissemination of technical information, especially concerning the development of mass conservation techniques ;

(iv) the protection and preservation of records and archives throughout their entire life cycle ;

(v) the development of coherent archival preservation policies covering conservation, reprography and access.

4.4. That, with respect to access, a major effort should be dedicated to improving arrangement and description in institutions where the holdings are not yet under adequate intellectual control. Priority should be given to :

(i) pilot projects and other initiatives to develop models and standards for various types of finding aids including the use of automation ;

(ii) the study of legal issues pertaining to access to records and archives in Member States.

4.5. That the publications policy of RAMP should be reviewed with a view to

(i) reaching a broader readership, including administrators and working-level archivists and record managers ; and

(ii) filling significant gaps that exist currently in the series.

5. Endorsing the two final recommendations of the RAMP II consultation, the experts further recommended :

that UNESCO continue to ensure that archivists are adequately represented on PGI committees and working parties and at PGI organized and sponsored meetings ;

and that regular expert consultations on RAMP be held to coincide with each biennium and that consideration be given to the inclusion in such consultations of experts in related information fields.

The experts appreciated the progress achieved by RAMP since 1982 and its maintenance at a high level during the current biennium.

The experts expressed the wish that the position of Programme Specialist in archives within the Division of PGI be restored as soon as possible and that RAMP be closely coordinated with other related activities conducted by Unesco.

6. In concluding their deliberations, the experts put on record their warm appreciation to the Finnish National Commission for Unesco and to the National Archives of Finland for the generous and cordial hosting of the meeting which enabled them to carry out the assignement they received from Unesco.

List of activities, documents and publications carried out within the framework of RAMP according to the five main items : policies and plans ; guidelines, norms and standards ; infrastructure development ; specialized information systems ; training and education.

I. POLICIES AND PLANS

(1) Case-studies of the role of archival services in providing information for development and the use by planners of such information.

(2) Support to facilitate access to and copies of sources for the history of Member States located in the archives of other Member States.

(3) A case-study of the modernisation of existing archives services.

(4) Case-studies of the adaptation of records management practices and techniques to provide relevant systems for countries with varying administrative traditions.

(5) Comprehensive action to promote awareness among high-level administrators and planning officials of the life-cycle concept of records and of the contributions that records management and archives systems and services can make to improve administrative efficiency as well as to planning and development, including one experimental sub-regional awareness seminar.

(6) Support for International Archives Weeks in 1984.

(7) Extension of studies on national information needs, resources, systems and services on the basis of data gathered in 1982 from the statistical model for archives.

(8) Regional seminar to clarify the role of the archivist in preserving the national cultural heritage, including the collection and preservation of oral history and traditions ; this seminar is to involve experts from museums and galleries as well as archivists, and other divisions of UNESCO as well as PGI.

(9) Model guide to oral material holdings ; this is to be undertaken in collaboration with IASA.

(10) Case-studies of the impact of new technology of information handling and communications on records and archives.

(11) Case-studies of the integration of information from archives into national and international information programmes.

(12) A series of specialised publications of the value and use of archives for improving administrative efficiency and for planning and development, for formulating and implementing information policies and plans, and for coordinating such policies and plans with those involving information resources and services.

I. (1).

- DUCHEIN (Michel) - Obstacles to the access, use and transfer of information from archives : a RAMP study / prepared by Michel Duchein. - Paris : UNESCO, 1983. - 85 p. ; 30 cm. - (PGI-83/WS/20).
  Exists also in French.
  Definition of problems. The access to archives, the right to information and its limits. Material obstacles to access, the diffusion of archival information. Special cases about audio-visual and machine readable archives and about international organizations.

- TAYLOR (Hugh A.) - Archival services and the concept of the user : a RAMP study / prepared by Hugh A. Taylor. - Paris : UNESCO, 1984. - 98 p. ; 30 cm. - (PGI-84/WS/5).
  Includes also a bibliography.
  Exists also in French and Spanish.
  Information : the user and the universe of knowledge, user needs and behaviour ; surveys, appraisal, acquisition, improving manual systems, machine-readable archives, automation, networks, extension services. The user and the future, possible developments.

- KETELAAR (Eric) - Archival and records management legislation and regulations : a RAMP study with guidelines / prepared by Eric Ketelaar. - Paris : UNESCO, 1985. - 121 p. ; 30 cm - (PGI-85/WS/9).
  Includes a bibliography.
  Exists also in French and Spanish.
  Juridiction and organization, public archives services, records management functions. Archival functions and activities : transfer, deposit, preservation, arrangement, access, reprography, personnel. Enforcement.

I. (2).

- MOIDEEN (P.S.M.). - A Survey of archives relating to India and located in major repositories in France and Great Britain / prepared by P.S.M. Moideen. - Paris : UNESCO, 1983. - 69 p. ; 30 cm. - (PGI-83/WS/19).
  Problems involved in the transfer of documents from English or French archives to India. In France : Dépôt des archives d'Outre-mer (Aix-en-Provence), Archives Nationales, archives du département des Affaires étrangères (Paris). In United Kingdom : India Office Library and Records (London).

I. (7).

- Seventh Biennial Conference and Seminar of the East and Central African Regional Branch of the International Council on Archives. VIIth Conference proceedings. HARARE (Zimbabwe), 13-18 September 1982. ECARBICA Meeting.

  Workshop : East and Central African Regional Branch of the International Council on Archives / VIIth Conference proceedings. - Harare, 1983. - 201 p. ; 30 cm.

  Seminar papers and discussions about migrated archives, access to archives, archives and the New Order. Country reports for the period 1981-1982. Botswana, Kenya, Malawi, Zimbabwe. Resolutions.

- Regional Seminar on the Legislation and the Regulations of Archival Services. BANGUI (Centrafrican Republic). 20-24 September 1982.

  Discussions about archives : legislation, international organizations, questions about staff. Relations between administration and archives. International cooperation.

- Regional Seminar on the Planning Development of Archival Services in the Arab States. TUNIS (Tunisia), 5-7 December 1983. ARBICA Meeting.

  Final report of the expert consultation. 7 p.

- LAAR (Evert van) - The Status of archives and records management systems and services in African Member States : a RAMP study / prepared by Evert van Laar. - Paris : UNESCO, 1985. - 78 p. ; 30 cm. - (PGI-85/WS/3).
  Includes a bibliography.
  Exists also in French and Spanish.

  Legislation and regulations, staffing situation, construction and renovation of archival buildings. The type of equipment people are available for use, holdings. The operations and services carried out. Conclusion and recommendations.

- Regional Seminar on the Planning and Administration of Archival Services for Centrafrican Countries. KINSHASA (Zaïre). 12-16 July 1985. CENARBICA Meeting.

  Final report of the expert consultation. Recommendations.

- African Regional Seminar on the Restoration of Written Heritage. DAKAR (Senegal). 3-8 November 1986.

  Final report in preparation.

- HACHI (Omar) - Status of activities in Arab States.

  Report in preparation in Arabic only.

I. (8).

- MOSS (William W.) - Archives, oral history and oral tradition : a RAMP study / prepared by William W. Moss and Peter C. Mazikana. - Paris : UNESCO, 1986. - 97 p. ; 30 cm. - (PGI-86/WS/2).
  Includes a bibliography.
  The historiographic context of oral history and oral tradition ; equipment and technology, archival management of records, finding aids and access, ethical and legal issues, uses of oral history and oral tradition. Survey and guidelines.

I. (11).

- Study on archival policies and principles to be followed by U.N. agencies.

  in preparation.

I. (12).

- RHOADS (James B.) - The Role of archives and records management in national information systems : a RAMP study / prepared by James B. Rhoads. - Paris : UNESCO, 1983. - 56 p. ; 30 cm. - (PGI-83/WS/21).
  Includes a bibliography.
  Exists also in French.
  The uniqueness and value of archives, the economic and social utility of records management systems and services, other caracteristics of management of other systems in the field of information.

- ORLEANS (Jacques d') - The Status of archivists in relation to other information professionals in the public service in Africa : a RAMP study / prepared by Jacques d'Orléans. - Paris : UNESCO, 1985. - 43 p. ; 30 cm. - (PGI-85/WS/2).
  Includes a bibliography.
  Exists also in French and Spanish.
  Information professionals, recruitment, requirements and teaching institutions recognized by governments. Ministries concerned by information services, official status, promotion, salary scale... Comparative status of information professionals. Conclusion.

- TANODI (Aurelio) - The Status of archivists in relation to other information professionals in the public service in South America : a RAMP study / prepared by Aurelio Tanodi. - Paris : UNESCO, 1985. - 74 p. ; 30 cm. - (PGI-85/WS/13).
  Includes a bibliography.
  Exists also in Spanish.
  Origins and nature of disparities. Libraries and national archives, schools and faculties for documentalists and archivists, staff categories, promotion, remuneration, associations rules. Conclusions and recommendations.

II. GUIDELINES, NORMS AND STANDARDS

(13) Preparation of studies, guidelines, norms and standards as recommended by the Bari consultation but giving high priority to : (a) storage and security ; (b) exhibitions ; (c) management ; (d) reference services and (e) preservation, repair and restoration, including mass conservation techniques. In the preparation of these studies, guidelines, norms and standards the more detailed recommendations of the Rhoads studies should be taken into account. Studies, guidelines, norms and standards for different types of archival materials by media, provenance, or content should be prepared separately where appropriate. Activities in this area should consist of both guidelines and studies, chiefly of a comparative character, as an essential preliminary to harmonization.

(14) Studies, workshops and symposia to evaluate studies, guidelines, norms and standards and to encourage and assist in their adoption and implementation.

(15) Collection, dissemination and keeping up-to-date of a corpus of national standards relevant to records and archives management.

II. (13 a).

- HILDESHEIMER (Françoise) - The Archival appraisal of architectural records and related materials : a RAMP study with guidelines / prepared by Françoise Hildesheimer. - Paris : UNESCO, 1986. - 86 p. ; 30 cm. - (PGI-86/WS/13).
  Includes a bibliography.
  Exists also in French.
  Definitions. Different stages in the elaboration of studies. Sorting, conservation, classification and material preservation.

- KISHORE (Ranbir) - Study on control of security and storage of holdings / prepared by Ranbir Kishore and David L. Thomas.
  in preparation.

- NEIRINCK (Danièle) - Study on the most economical means of preservation in archives buildings in developed and tropical countries .
  in preparation.

- THOMAS (David L.) - Survey on national standards on paper and ink to be used by the administrations for records creation.
  in preparation.

II. (13 b).

- NAUGLER (Harold) - The Archival appraisal of machine-readable records : a RAMP study with guidelines / prepared by Harold Naugler. - Paris : UNESCO, 1984. - 161 p. ; 30 cm. - (PGI-84/WS/27).
  Includes a bibliography.
  Exists also in French and Spanish.
  Background for computer systems and machine-readable records, management, appraisal. Additional issues to be considered : personal information, anonymization or maintaining confidentiality. Sampling and reappraisal of machine-readable records.

- LEARY (William H.) - The Archival appraisal of photographs : a RAMP study with guidelines / prepared by William H. Leary. - Paris : UNESCO, 1985. - 121 p. ; 30 cm. - (PGI-85/WS/10).
Includes a bibliography.
Exists also in French and Spanish.
General considerations about appraisal of photographs, conducting a photo survey and appraisal criteria. Special considerations about government photographs and non-government photographs. Conclusions and guidelines.

- HARRISON (Helen P.) - The Archival appraisal of sound recordings and related materials.
in preparation.

- PIEYNS (Jean) - International survey on the problems raised by the creation of machine-readable records.
in preparation.

- PIEYNS (Paulette) - Survey on legal implications on the use of machine-readable records in the public administrations.
in preparation.

II. (13 c).

- RHOADS (James B.) - The Applicability of UNISIST guidelines and ISO international standards to archives administration and records management : a RAMP study / prepared by James B. Rhoads. - Paris : UNESCO, 1982. - 95 p. ; 30 cm. - (PGI-82/WS/4).
Includes a bibliography.
Exists also in French and Spanish.
Guidelines and standards on records management and on archives administration : policies, planning, staffing, training, publications, terminology, etc. Summary and conclusions.

- TIRMIZI (S.A.I.) - Guide to records relating to science and technology in the National Archives of India : a RAMP study / prepared by S.A.I. Tirmizi. - Paris : UNESCO, 1982. - 84 p. ; 30 cm. - (PGI-82/WS/12).
Some aspects of scientific and technological development in pre-British India : flora and fauna explorations, survey of the country, medical and sanitary investigations, agricultural and veterinary research, forestry and fisheries, meteorology and geology, telegraphs and railways. Industrial development, social statistics.

- EVANS (Frank B.) - A Guide for surveying archival and records management systems and services : a RAMP study / prepared by Frank B. Evans and Eric Ketelaar. - Paris : UNESCO, 1983. - 30 p. ; 30 cm. - (PGI-83/WS/6).
Includes a bibliography.
Exists also in French and Spanish.
A survey questionnaire about legislation and regulations, personnel budget, buildings and equipment, holdings, operations, services and records centres. Definitions and explanations of terms used.

- KULA (Sam) - The Archival appraisal of moving images : a RAMP study with guidelines / prepared by Sam Kula. - Paris : UNESCO, 1983. - 130 p. ; 30 cm. - (PGI-83/WS/18).
Includes a bibliography.
History and organization of moving image archives, appraisal, standards and archival theory, typology of archival moving images, appraisal policies and practices. Records management and the appraisal of moving images. Conclusions and guidelines.

- STARK (Marie-Charlotte) - Development of records management and archives services within United Nations agencies : a RAMP study with guidelines / prepared by Marie Charlotte Stark. - Paris : UNESCO, 1983. - 215 p. ; 30 cm. - (PGI-83/WS/26).
Includes a bibliography and an index.
General requirements for an effective records management and archives programme, for managing their life cycle. Control, appraisal and disposal of records, administration of modern archives. Guidelines.

- SETON (Rosemary E.) - The Preservation and administration of private archives : a RAMP study / prepared by Rosemary E. Seton. - Paris : UNESCO, 1984. - 68 p. ; 30 cm. - (PGI-84/WS/6).
Includes a bibliography.
Exists also in French and Spanish.
Description of holdings of private archives, acquisition, registration, arrangement. Storage and preservation. Access to private archives, advices to private owners. National central registers of private archives, legislation. Archives of non-governmental institutions ; literary and scientific manuscripts. Private archives in developing countries.

- JUBB (Michael) - Guide to the records relating to science and technology in the British Public Record Office : a RAMP study / prepared by Michael Jubb. - Paris : UNESCO, 1984. - 313 p. ; 30 cm. - (PGI-84/WS/9).
Includes a bibliography.
Identifies records related to Civil government : scientific and industrial research, agriculture, fisheries and food, environmental and public health, transport and communications, trade and industry, fuel and power, social and economic science ; defense : strategy and planning, arms, fortifications, forces, naval-forces, air-forces, medical services ; overseas : Foreign Affairs, Colonial Affairs.

- CHARMAN (Derek) - Records surveys and schedules : a RAMP study with guidelines / prepared by Derek Charman. - Paris : UNESCO, 1984. - 112 p. ; 30 cm. - (PGI-84/WS/26).
Includes a bibliography.
Authority and control, records survey about preparation, inventory, appraisal. Retention, authorisations, schedules, disposal, etc. Records scheduling according different categories.

II. (13 d).

- HILDESHEIMER (Françoise) - Guidelines for the preparation of general guides to national archives : a RAMP study / prepared by Françoise Hildesheimer. - Paris : UNESCO, 1983. - 79 p. ; 30 cm. - (PGI-83/WS/9).
  Includes a bibliography.
  Exists also in French and Spanish.
  Purpose and plan of the handbook : archives guides arrangement. What a guide to national archives should contain : model plan and table of contents, introductory chapters, description of holdings and collections, library, newspapers, periodicals, printed records, index and other appendices, illustrations.

- WIMALARATNE (K.D.G.) - Scientific and technological information in transactional files in government records and archives : a RAMP study / prepared by K.D.G. Wimalaratne. - Paris : UNESCO, 1984. - 70 p. ; 30 cm. - (PGI-84/WS/7).
  Includes a bibliography.
  Exists also in French and Spanish.
  Infrastructure of the S.T.I., government responsibilities on information, programme in public institutions. How to disseminate S.T.I. in current files or records centers. Transfer to national archives, description, a content indexing system.

- GUPTIL (Marilla B.) - Archival appraisal of records of international organizations : a RAMP study with guidelines / prepared by Marilla B. Guptil. - Paris : UNESCO, 1985. - 96 p. ; 30 cm. - (PGI-85/WS/4).
  Includes a bibliography.
  Exists also in French and Spanish.
  Appraisal criteria, standards of value, records selection. The application of such criteria. Aspects of the international organizations experience. Conclusions and guidelines.

- DOLLAR (Charles M.) - Electronic records management and archives in international organizations : a RAMP study with guidelines / prepared by Charles M. Dollar. - Paris : UNESCO, 1986. - 159 p. ; 30 cm. - (PGI-86/WS/12).
  Includes a bibliography.
  Trends in information technology, electronic applications, implications and opportunities, results achieved in international organizations. Recommendations and guidelines.

- FRANZ (Eckhart G.) - Archives and education : a RAMP study with guidelines / prepared by Eckhart G. Franz. - Paris : UNESCO, 1986. - 59 p. ; 30 cm. - (PGI-86/WS/18).
  Includes a bibliography.
  General considerations. The various fields of action, the organization of archives education services. Teaching aids from the archives. Guidelines and recommendations.

- ULATE-SEGURA (Bodil) - Access to the archives of the United Nations agencies.

  in preparation.

II. (13 e).

- HENDRIKS (Klaus B.) - The Preservation and restoration of photographic materials in archives and libraries : a RAMP study with guidelines / prepared by Klaus B. Hendriks. - Paris : UNESCO, 1984. - 128 p. ; 30 cm. - (PGI-84/WS/1).
  Includes a list of references and a bibliography.
  Description of the principal photographic processes, characterization and identification of photographic images. Photographic materials and the stability of their components, factors affecting the permanence of photographic materials. The black and white photographic materials. Preservation, storage and restoration.

- KEENE (James A.) - Planning, equipping and staffing a document reprographic service : a RAMP study with guidelines / prepared by James A. Keene and Michael Roper. - Paris : UNESCO, 1984. - 97 p. ; 30 cm. - (PGI-84/WS/8).
  Includes a bibliography.
  Exists also in French.
  Processes, techniques and their application. Planning, equipping and staffing with cost factors. Stages of development of a document reprographic service. Technical applications. Glossary and guidelines.

- CRESPO NOGUEIRA (Carmen) - The Preservation and restoration of paper records and books : a RAMP study with guidelines / prepared by Carmen Crespo Nogueira and Vicente Vinas. - Paris : UNESCO, 1984. - 115 p. ; 30 cm. - (PGI-84/WS/25).
  Includes a bibliography and an index.
  Exists also in Spanish, French, Russian and Arabic.
  Description of paper, ink and graphic elements of documents. Different origins and effects of deterioration, preventive methods of conservation, controls, restoration.

- Inquiry UNESCO/IFLA/ICA on the physical conditions of the world archival and library heritage.

  The study has been finalized, the approval is expected.

- MAC LEARY (J.P.) - Vacuum freeze drying method used to salvage water damaged archival and library material.

  in preparation.

- BARBACHANO SAN MILLAN (P.) - Study on conservation and restoration of original maps and their reproduction / prepared by P. Barbachano San Millan and J.M. Serrano.

  in preparation.

- ORMANI (E.) - The Planning, equipping and staffing of archival preservation and restoration services.

  in preparation.

II. (15).

- EVANS (Frank B.) - Writings on archives published by and with the assistance of UNECO : a RAMP study / prepared by Frank B. Evans. - Paris : UNESCO, 1983. - 33 p. ; 30 cm. - (PGI-83/WS/5).
  Includes a bibliography.
  That document gives information on writings that deal primarily or significantly with archives. Monographs, treatives, special studies and journal articles. Chronological list since 1951. Subject and author index.

- ROPER (Michael) - Directory of national standards relating to archives administration and records management : a RAMP study / prepared by Michael Roper for the General Information Programme and UNISIST. - Paris : UNESCO, 1986. - 59 p. ; 30 cm. - (PGI-86/WS/16).

III. INFRASTRUCTURE DEVELOPMENT

(16) Pilot project to establish archival systems and services in a country with no archival infrastructure.

(17) Pilot project in institutional modernisation of a national archival agency.

(18) Pilot project with an oral tradition component in the Pacific Region.

(19) Pilot project in audio-visual archives.

(20) Pilot projects in records management and in the establishment of national archival networks similar to those already undertaken in regions that lack such services.

(21) Case-study on the establishment of a testing laboratory on the reprographic and conservation needs of tropical countries.

(22) Preparation and publication of an international guide to national archival systems, preferably as a loose-leaf collection of fact-sheets giving basic information on the structure, juridiction, size, etc., of national archival systems.

(23) Conference for the European Region to discuss matters of common interest : e.g. access to information, privacy and transborder data flow ; effects of decentralization ; copyright.

(24) Establishment of additional regional demonstration and training centres in restoration and reprography.

III. (17).

- RAMP pilot project on the establishment of a modern system for documents management. PERU, 1980.

  Mission report :
  PEROTIN-DUMON (Anne) - Pérou : les archives du Ministère des relations extérieures / prepared by Anne Pérotin-Dumon. - Paris : UNESCO, 1985. - 43 p. ; 30 cm. - (FMR/PGI/85/147).
  Only for internal use.
  Realization of that mission. The beginning and the development of different collections. Whole diagnostic.
  Advices and recommendations.

- RAMP pilot project on modernization of a traditional historical archives. MEXICO, 1985.

  Mission report :
  ORLEANS (Jacques d') - Modernization and automation of general archives / prepared by Jacques d'Orléans. - Paris : UNESCO, 1986. - 14 p. ; 30 cm. - (FMR/PGI/86/159).
  Realization of the mission, description : the automation of the archival records and documents.

- RAMP pilot project on modernization of a traditional historical archives. BRAZIL, 1985.

  Mission report : KECSKEMETI (Charles), not published.

III. (20).

- RAMP pilot project on the development of the archives and records management programme. MALAYSIA, 1982.

  Mission report :
  EVANS (Frank Bernard). - Development of the archives and records management / prepared by Frank B. Evans. - Paris : UNESCO, 1982. - 54 p. ; 30 cm. - (FMR/PGI/82/110).
  Includes a bibliography.

- RAMP pilot project for the establishment of a regional archives centre. REPUBLIC OF THE PHILIPPINES, 1982.

  Mission report :
  RICKS (Artel) - RAMP pilot project for the establishment of a regional archives and records centre (report n°2) / prepared by Artel Ricks. - Paris : UNESCO, 1982. - 24 p. ; 30 cm. - (FMR/PGI/82/161).

- Southeast Asian Seminar on RAMP pilot project evaluation (establishment of regional archival services).
  CEBU CITY (Republic of the Philippines). 7-9 February 1984.

Written reports :

- ALBARRACIN (Narciso) - UNESCO shines in Asia. 5 p.
- IGNACIO (Teresita R.) - Philippines report on the RAMP pilot project. 7 p.
- PARANI (Julianti) - The Indonesian experience in archival networking.
- XUNBA (Huang) - Documents collection : a vital factor to ensure an archives as a base to store documents in perpetuity and as a centre for use of archival historical records.

- RAMP pilot project on archival networking in the African countries (Kenya, Zambia).

  Final report :
  KECSKEMETI (Charles).

  In preparation.

III. (22).

- Guide to the archives of international organizations : Part I : the United Nations system. - Paris : UNESCO, 1984. - 279 p. ; 21 cm. - (Documentation, libraries and archives : bibliographies and reference works ; 8).
  Includes an index.
  ISBN 92-3-102090-0
  Exists also in French.
  Examination of the archives of international organizations. Administration, institutions such as FAO, GATT, IARC, IAEA, IBE, ...

- Guide to the archives of international organizations : archives of international organizations and their former officials in the custody of national and other archival and manuscripts repositories : Part II / compiled by Peter Walne. - Paris : UNESCO, 1985. - 132 p. ; 30 cm. - (PGI-85/WS/18).
  Archives located in Finland, France, Federal Republic of Germany, Netherlands, Poland, Sweden, Switzerland, United Kingdom and United States of America.

- Guide to the archives of international organizations : archives of the other international inter-governmental organizations and non-governmental organizations : Part III / compiled by A.W. Mabbs. - Paris : UNESCO, 1985. - 40 p. ; 30 cm. - (PGI-85/WS/19).
  Information about inter-governmental organizations with categories A, B or C relationship with UNESCO which were created not later than 1950. Reviews 64 organizations.

- VAZQUEZ DE PARGA (Margarita) - International bibliography of directories and guides to archival repositories.

  In preparation.

III. (24).

- ROPER (Michael) - Establishment of a technical training centre in archival restoration and reprography : Democratic Republic of the Sudan / (mission) by Michael ROPER. - Paris : UNESCO, 1980. - 31 p. ; 30 cm. - (FMR/PGI/80/160).
Includes a bibliography.
Reviews equipment and training facilities for specialists and technicians in restoration and reprography.

- CRESPO NOGUEIRA (Carmen) - Development of a regional demonstration and training centre at the school for archivists, University of Cordoba : Republic of Argentina / (mission) by Carmen Crespo Nogueira. - Paris : UNESCO, 1981. - 28 p. ; 30 cm. - (FMR/PGI/81/116 E).
Exists also in Spanish.
Provides the schedules of courses for restorers and technicians in reprography.

IV. SPECIALISED INFORMATION SYSTEMS

(25) Feasibility study of the inclusion of information from archives in DEVSIS.

(26) Support for continuing co-operation between archivists and architects in ARKISYST.

- MATA CASTILLON (J.M.) - Study on the extension of ARKYSIST.
Cancelled.

V. TRAINING AND EDUCATION

(27) Expert consultation on advanced and continuing education in archives administration and records management, including : (a) in-service training ; and (b) distance training (e.g.) correspondence course, etc.)

(28) Survey of facilities for in-service training, including specialist training for archivists in other types of institutions (e.g. sound archives), and for distance training.

(29) Expert consultation on the training of experienced archivists and records managers to serve as teachers.

(30) Assistance should be provided to help and to enable archivists from developing countries to participate in an administrative management seminar to coincide with the Xth International Congress on Archives scheduled for Bonn in 1984.

(31) Pilot project for a national training centre for professional training with a regional vocation for Spanish and Portuguese speaking Member States.

(32) Basic manual on archival reprography for the use of archivists and technicians.

(33) Continued preparation of basic instructional materials in other specialised areas of archives and records management, including an archival "reader" ; and translation into Spanish and Arabic of new and existing instructional materials.

(34) Model curricula and guidelines for the harmonization of archival training programmes in technical areas, i.e. restoration, reprography, automation.

(35) Short courses, seminars, workshops and conferences for up-dating the knowledge of mid-career professionals, espacially in specialized areas.

V. (30).

- Precongress seminar on planning and management of archival institutions : Xth International Congress on Archives. BONN (F.R.G.), 10-14 September 1984.

V. (33).

- WHITE (Brenda) - Directory of audio-visual materials for use in records management and archives administration training / compiled by Brenda White. - Paris : UNESCO, 1982. - 71 p. ; 30 cm. - (PGI-82/WS/8).
  This world-wide directory from sixteen countries has been compiled following the examination of printed sources and a world-wide postal questionnaire survey.

- WALNE (Peter) - Modern archives administration and records management : a RAMP reader / compiled by Peter Walne ; with the assistance of a working group of the International Council on Archives. - Paris : UNESCO, 1985. - 587 p. ; 30 cm. - (PGI-85/WS/32). Includes a bibliography.
  Studies compiled to help meet the basic need for instructional material in both introductory and advanced courses for archivists, records managers and other information specialists. The role of archives, basic principles and legal problems, professional training of archival personnel, archives and records management, appraisal and disposal, arrangement and description, access and references services, exhibitions and public relations, modern technology and international developments.

V. (34).

- COOK (Michael) - Guidelines for curriculum development in records management and the administration of modern archives : a RAMP study / prepared by Michael Cook. - Paris : UNESCO, 1982. - 74 p. ; 30 cm. - (PGI-82/WS/16).
  Includes a bibliography.
  Examination of the infrastructure and the institutional factors about needs and equipment ; educational factors. Different entrance levels, scope and range of curriculum development in archives and records management ; the construction of a course.

- International course on archive administration.
  OXFORD (United-Kingdom). 4-16 September 1983.
  Oxford (St Anne College) organized by the British Council with the assistance of UNESCO, ICA and the Society of Archivists in England. Courses directed by Felix Hull.

- Consultant mission to advise on plans for the inclusion of regional facilities for teaching archives administration and records management at the Mona Campus of the University of the West Indies. JAMAICA, 1983.

  Consultant report :
  COOK (Michael) - Training in archives and records management : Caribbean region : (mission) / by Michael Cook. - Paris : UNESCO, 1983. - 34 p. ; 30 cm. - (FMR/PGI/83/171).
  Includes a bibliography.
  Establishment and development of national and regional training programmes in the field of the information.

- Consultant mission to advise on the establishment of a two years training programme for archival assistants at the Institut National d'Administration, de Gestion et des Hautes Etudes. HAITI, 1983.

  Consultant report :
  DELMAS (Bruno) - Programme de formation d'aides-archivistes pour la réorganisation des archives nationales : Haiti / by Bruno Delmas. - Paris, UNESCO, 1983. - 50 p. ; 30 cm. - (FMR/PGI/83/188).
  Establishement and development of training programmes. Advices and recommendations.

3rd Expert Consultation

on the Records and Archives Management Programme (RAMP III)

Helsinki, 14-15 and 20 September 1986

DRAFT AGENDA

0. Opening of the Consultation
Constitution of the Bureau

1. Information on RAMP

2. Prospective outlook : development trends

3. Evaluation of RAMP activities and recommendations for the future with respect to needs and trends

4. Conclusions :

4.1. Priority areas

4.2. Suggested actions

5. Closure of the Consultation
Adoption of the report

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Address by Professor Marjatta Okko

Distinguished Members of the Third Expert Consultation on RAMP,

Ladies and Gentlemen,

It was a pleasure to the Unesco Commission of Finland to receive the information that Helsinki had been chosen the site of the Third RAMP Consultation. The Commission hopes that the 19th century city core-area and the solemn, with care modernized, State Archives Building will provide a good setting for your important work.

In the past, Finland has participated quite actively in the work of Unesco and will, no doubt, do so in the future. In this country, there is a deep belief in the impact of international co-operation on the work for world peace and the equality of men and states. It is felt that Unesco has a quite special rôle in the striving for these goals. As we see it, Unesco takes hold of matters fundamental in reaching the goals, namely education, science and culture, the letters E, S and C in Unesco's name.

The fundamentality of the fourth area, not present in the acronym communication has, from time to time, been less lucid than that of education, science and culture. The political controversies embedded in mass media problems are items that tend to receive unduly great attention. The controversy becomes the issue and the topic is turned to a mere stage decoration.

Broadly defined however, communication refers to the science and art of communicating. It seems that the overwhelming body of mass media and mass-communication problems have shrouded in obscurity the communication work done by archivists, librarians, documentalists and information specialists. To provide access to the body of existing knowledge, certainly is a form of communicating ideas, thoughts, decisions made and their arguments, research results, and so on. I sometimes wonder why the communication institutionalized as archives and libraries has been labelled information. Probably the information contained in documents has been kept in the past much more than the act of providing information across centuries, across borders, within regions, to those who need the information and make use of it.

We Finns own a richness of proverbs. One can always find one that suits any situation. One proverb says : Name does not hurt a man, except if he hurts the name. I interpret : it does not hurt being labelled information as long as it is understood that the work has to do with a century long tradition of communicating information. Information and Communication understood as a totalily, constitute a distinct area among fundamental Unesco issues.

You may know that the Nordic countries cooperate in Unesco matters. All five are population-wise small countries ; together they can draw on much bigger resources. The responsibilities to follow up Unesco's Major Programmes are distributed among them. Finland has accepted the Nordic responsibility for Major Programme VII : Information Systems and Access to Knowledge, and is a Member State of the Intergovernmental Council of the General Information Programme. We are very proud of the election in 1982 and re-election in 1984 of the representative of Finland, Professor Elin Törnudd, as President of the Council. Owing to other obligations Professor Törnudd is abroad at present. She regrets the coïncidence and has asked me to convey her best wishes for a successful meeting. The Nordic countries have repeatadly, since the 1970s, stressed need of evaluation of Unesco's programmes. We are very happy to see an evaluatory meeting to take place in this region, in Finland.

I shall now turn to Unesco matters from a different angle and have a look at Unesco's document 125 EX/5 of August 8, 1986. The document is the preliminary report by the Director General concerning Unesco's draft programme and budget for 1988-1989. The report is based on the results of the Director General's consultation of Member States and other relevant bodies.

The views expressed by Member States on Unesco's affairs and programmes are constructive but certainly not unanimous as regards details. There is, however, a remarkable agreement on programme deemed most important.

In his consultation, the Director General made a few crucial questions, the following among them : Could you indicate a limited number of subprogrammes in document 23 C/5 which deserve special priority and should be treated accordingly in document 24 C/5 2. To put it simply : the respondents were asked to point out subprogrammes which deserve special priority. From the graphic presentation of subprogrammes regarded as having priority in the replies of Member States, it can be seen that only five subprogrammes have been given a truly high priority. The top five have the support of 40 or more Member States. The peaks appear quite clearly in the diagram, accentuated by the fact that each belongs to a different Major Programme.

What must interest all of us participating in this meeting is that Subprogramme VII 2.2 "Training of information personnel and information users" is one of the five programmes having received top priority and wide international recognition. Its pair, subprogramme VII 2.1 "National information policies and infrastructures" has also received a substantial share of priorities although it is overshadowed by the urgent needs for trained personnel. Looked upon together, the priorities count for both in Programme VII 2 [Infrastructures, policies and training required of the processing and dissemination of specialized information] and show a wide international support for the development of information matters, RAMP among them.

One might say that the constellation of the stars is quite favourable for the further development of the Records and Archives Management Programme within the framework of the General Information Programme. At least the trend in the opinions of Member States is distinct enough to give faith in the meaningfulness and impact of the work being done within Unesco's General Information Programme. It is to be hoped that the high priority given by Member States will lead to a substancial financial strengthening of the Programme. The Programme can not prosper if only up-service is abundantly available.

Even if many Member States have expressed a high priority to subprogrammes that enhance action, especially training, there must be a balance between reflection-oriented activities and operational activities. As a gathering of experts the third RAMP meeting combines both requirements : the gathering is action for reflection, the reflection will lead to action. It is a pleasure to host such a meeting.

On behalf of the Unesco's Commission of Finland I wish the RAMP meeting be professionally fruitful and - on the more personal level - a rewarding experience to all participants.

Please, feel cordially welcome to Finland.

Address by Prof. H. Booms

Distinguished representative of the Director General of Unesco,

Madame Assistant Secretary General of the Finnish National Commission of Unesco,

Mr Director of the National Archives of Finland and members of the Finnish Archives,

Mr Chairman of this meeting,

Ladies and Gentlemen, dear colleagues,

The archival community is honoured, and the importance of this meeting is highlighted by the presence of so distinguished personalities.

I am very happy to greet you on behalf of the International Council on Archives.

As all of you know, RAMP is surely the most important professional meeting convened by Unesco. It met first in Paris, when the programme was initiated. I was very glad to welcome RAMP II in Berlin in 1982.

Thanks to the courtesy of our Finnish colleagues, RAMP III could be convened in Helsinki, taking advantage of the ICA meetings held in Leningrad and in this city, the capital of Finland. ICA is proud of being instrumental in convening and organising this meeting for Unesco. ICA accepted the assignment given by Unesco, with all the more pleasure, since from the very beginning RAMP played a paramount role in promoting professional culture. It was the first time that experts from a wide range of countries and continents were commissioned to assess the state of the art in so many fields of the archivists responsibility and to develop sound and applicable guidelines with the view to help the archivists all over the world in performing their tasks.

ICA was happy to assume its responsibilities in carrying out the RAMP programme through the implementation of dozens of contracts for the production of studies and guidelines as well as organising seminars and other kinds of professional encounters.

This present consultation was prepared in the closest possible cooperation by Unesco and the ICA. It is worth being mentioned that the Director of the General Information Programme, Mr Jacques Tocatlian attended two ICA meetings, held in Brussels, Belgium and Harare, Zimbabwe, for discussing how best the RAMP programme could evolve for responding to the needs of Member States of Unesco and in particular of developing countries.

The ICA, like all comparable scholarly and professional organisations and in particular IFLA, our sister organisation, feels concerned by the deplorable political developments of these last years which affected Unesco's position. We sincerely hope that Unesco's principle of universality will be restored as early as possible. In the meantime, ICA will do its best for supporting Unesco's archival programme so as to minimize the negative consequences of this development.

Je puis assurer M. Bousso, qui dirige avec tant d'intelligence et de dévouement la mise en oeuvre du programme RAMP, que le Conseil International des Archives le soutiendra avec toute l'énergie dont il est capable.

Dear colleagues, Unesco entrusted you, with a great responsibility, the shaping of RAMP. The years to come depend on the professional advice you will be formulated as independent experts. ICA hopes that your advice will lead to a well balanced programme for the benefit of Unesco, its Member States and the professional community.

Thank you.

Discours de M. Amadou A. Bousso

Monsieur le Directeur des archives nationales de Finlande,

Professeur Okko, membre de la commission nationale pour l'Unesco,

Mesdames et Messieurs les experts,

Mesdames et Messieurs,

Je voudrais, au nom du Directeur de l'Unesco, souhaiter la bienvenue aux experts et observateurs qui ont aimablement répondu à l'invitation de l'Unesco à participer à cette troisième consultation RAMP.

Monsieur Jacques Tocatlian, Directeur du Programme général d'information, s'associe à moi pour remercier très chaleureusement les autorités de la Finlande et la commission nationale pour l'Unesco pour leur appui constant aux activités de l'Unesco et notamment pour celui apporté à cette réunion.

Je ne peux oublier les archives nationales et son comité d'organisation pour leur concours précieux sans lequel cette réunion n'aurait pu avoir lieu, concours d'autant plus apprécié qu'ils font face en même temps à l'organisation de la Conférence internationale de la Table ronde des Archives.

Du reste le concours et l'appui de la Finlande n'ont jamais manqué à l'Unesco et au P.G.I. Qu'il me suffise de citer l'excellente et précieuse contribution du Professeur Elin Törnudd qui préside depuis de nombreuses années le Conseil intergouvernemental du PGI.

M. le Président du CIA, une longue tradition de coopération franche et précieuse se perpétue entre l'Unesco et votre Conseil dans la conception et l'exécution de nos activités en matière d'archives. Nous nous en félicitons. C'est donc avec joie que j'en porte témoignage et que je vous remercie non seulement pour l'organisation de cette troisième Consultation mais pour toutes les formes de contributions appportées à l'Unesco dans la réalisation du programme RAMP.

Mesdames et messieurs les experts, le Programme RAMP a retenu, dès le début, interêt et attention de nos Etats Membres qui ont à plusieurs reprises indiqué leur grande satisfaction, notamment lors des réunions du Conseil exécutif et du Conseil du PGI.

On peut aujourd'hui se dire que RAMP a atteint la plupart des objectifs qui lui avaient été fixés par RAMP I et RAMP II. Cela s'explique en effet par le fait que la contribution répondait à un double objectif :

1) approfondir la réflexion sur les différents aspects de la gestion et du développement des archives dans un monde en perpétuelle et rapide mutation,

2) renforcer l'aspect archivistique dans l'action de l'Unesco afin de combler le retard dans ce domaine. Aujourd'hui le fossé disparaît progressivement. Etudes et principes, manuels de références sont publiés ou en cours de publication. Ces réalisations traitent des questions fondamentales du tri en vue de la conservation des différentes catégories de supports de documents, de la préservation et de la restauration, des questions des technologies nouvelles appliquées aux archives, de la formation des professionnels et utilisateurs des archives.

Mais, parallèlement, des actions concrètes continuent de se dérouler dans les Etats Membres en vue de renforcer leur potentiel archivistique.

Cette consultation revêt une grande importance car le moment est probablement venu de rétablir un équilibre approprié entre les activités de réflexions et les applications pratiques, afin de donner une orientation plus opérationnelle au programme.

Il nous semble particulièrement important de mettre l'accent sur les besoins que voici :

- utilisation plus large de cette mine d'idées et d'expérience que sont les études et les principes directeurs,
- adaptation de ces études à des besoins particuliers,
- formation à leur utilisation,
- effort pour que sortent, malgré les difficultés, des études non encore publiées ou en préparation,
- fournir bien entendu aux Etats Membres -ceux en développement spécialement- de l'assistance, aussi bien intellectuelle et technique, que sous d'autres formes dans le but de renforcer les institutions d'archives existantes, de contribuer à la mise sur pied de services d'archives là où cela est nécessaire et de participer à la formation de professionnels d'archives de diverses catégories, ainsi qu'à celle des utilisateurs des services d'archives.

Comme vous le voyez, votre rôle est capital, Messieurs les experts. Vous êtes invités en tant que spécialistes à donner vos avis et recommandations et cela en toute liberté. Nous avons l'espoir qu'il vous sera possible, à l'occasion de l'étude du document du travail qui soulève des problèmes cruciaux et qui fournit des pistes de réflexion, de contribuer d'une part à l'évaluation RAMP et d'autre part de formuler des propositions concrètes de priorité

- pour les études et principes directeurs
- pour des actions liées à RAMP en vue du renforcement des potentiels nationaux.

Me fondant sur vos compétences et expériences, je suis persuadé que cet espoir ne sera pas vain.

Je souhaite, dans un esprit de dialogue, plein de succès à cette rencontre et je déclare ouverte la 3e Consultation du Programme de gestion des documents et archives (RAMP).